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**CITY OF HUDSON  
PUBLIC WORKS COMMITTEE AGENDA  
CITY HALL COUNCIL CHAMBERS  
505 THIRD STREET, HUDSON, WISCONSIN  
Thursday, January 23, 2020 5:00 P.M. NOTE: CHANGE in Meeting date**

1. Consideration of Public Works Committee Meeting Minutes – December 9, 2019
2. Public Comments
3. Unfinished Business  
(Consideration and action on items postponed or referred to in a previous meeting)
  - a) Discussion and possible action on Urban Forestry Tree Ordinance, Chapter 229 updates
4. New Business  
(Action on newly introduced motions, ordinances, resolutions, or other matters)
  - a) Discussion and possible action of Stormwater Pond maintenance procedures
  - b) Review and discussion on the intersection of Carmichael and Hanley Road
  - c) Staff introduction to ADA transition plan
  - d) Discussion and possible action on request for No Parking Signage on Heritage Boulevard
  - e) Review request of St Croix Rowing Club to enter into a 3-year lease
  - f) Review 2020 Public Works meeting dates
5. Project Update: Public Works
6. Items for Future Agendas.
7. Adjournment.

**Jim Webber**  
**Chairman**

Posted in City Hall lobbies and on city website [www.ci.hudson.wi.us](http://www.ci.hudson.wi.us) on 1-13-2020  
Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
DECEMBER 9, 2019

MEMBERS PRESENT Jim Webber, Paul Deziel, Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz, Glen Van Wormer, Jon Krussell, Erick Bloms, Heather Pomeroy, Jen Heriot, Marion Webber, Bob Dahl, Lisa Dahl, Dan Brathal, Doug Rowen and others not signed in.

Roll call taken. Chairman Webber called the Public Works Committee meeting to order at 6:42 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION BY Deziel, second by Webber to approve the October 1, 2019, Public Works Committee meeting minutes. MOTION CARRIED.

PUBLIC COMMENT:

Mroz thanked the persons in the audience for attending the informational meeting on the Vine Street Pedestrian Safety Study prepared by Short Elliot Hendrickson. He noted their comments and suggestions will be considered in the future planning for the entire area.

UNFINISHED BUSINESS: None

NEW BUSINESS

PRESENTATION BY SEH ON THE VINE STREET PEDESTRIAN SAFETY STUDY Mroz stated the Vine Street Pedestrian Safety Study was recommended by the Common Council from feedback received by citizens during the Atwood Annexation process. He stated that SEH has prepared a study that recommends improvements for pedestrians and bicycle safety along Vine Street.

Glen Van Wormer, SEH, presented in length, the study which included traffic volumes, current and future; Intersection improvements from Diamond Drive to Wisconsin Street which also included the north Bella Rose entrance. Mr. Van Wormer presented improvement options that included median islands, realigning crosswalks with optional enhancements, pedestrian ramps, and improved traffic control systems.

The overall Committee recommended installing median islands on Vine Street at the new Bella Rose intersection and to also consider medians at Diamond Drive, Grandview Drive and Spruce Drive. It was recommended a Rapid Rectangular flashing beacon be installed on the Diamond Drive median and to move the pedestrian ramps and landing area out of the intersection.. The overall Committee agreed a traffic signal system be installed at Wisconsin Street and Vine Street intersection.

PRESENTATION BY SEH ON THE PROPOSED PUBLIC IMPROVEMENTS ADJACENT TO THE BELLA ROSE DEVELOPMENT Mroz stated the Developers Agreement for the property adjacent to the Bella Rose Development are required to alleviate traffic congestion. City staff hired SEH to develop preliminary designs for the area. Glen Van Wormer provided layout maps of the area.

The overall Committee agreed a raised median at the entrance to Bella Rose Development, including pedestrian crossings is warranted. Further discussion on the trail to a dead end in the development was a concern and recommended constructing a trail adjacent to Carmichael Road which would connect to existing trail by the old club house.

PRESENTATION BY SEH ON THE HEGGEN STREET BRIDGE TRAFFIC STUDY Mroz stated the Heggen Street Bridge Traffic Study was prepared by SEH to address current traffic congestion and options for improvements to the intersections.

PUBLIC WORKS COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
DECEMBER 9, 2019

Glen Van Wormer stated currently both the Coulee Road & Crest View Drive intersection operate freely through the signal control system. He added that the timing of the traffic signals can be coordinated to provide the most efficient operation during peak hours. Further discussion continued of improvements needed for widening of the bridge, turning movements, traffic control systems, bicycle traffic and pedestrian crossings.

Mroz stated the city has applied for an MLS grant through the state for expansion of the existing bridge. Noted bridge replacement is approximately 3 million dollars and the expansion is estimated at 1 million.

REVIEW THE PROPOSED CHANGES TO THE URBAN FORESTRY TREE ORDINANCE, CHAPTER 229

Mroz stated as part of the 2019 Urban Forestry grant a consultant was hired to assist with changes to the existing Tree Ordinance, Chapter 229. He provided a draft of the ordinance which noted the changes that include detailed definitions, increase in powers and duties of the City Forester, public plantings in new subdivisions, the process of abating nuisance trees.

The Committee recommended the ordinance define the process for the abatement and define a time limit before the city can take action to abate the problem. Noted this item will be placed on a future agenda.

DISCUSSION ON THE FEE STRUCTURE FOR PARKING LOT CLOSURE REQUESTS Mroz provided information on the requests from organizations wanting to close parking lots for events. Noted the current fee is \$25 per day including a \$100 deposit. Mroz stated since the implementation of the new parking system each of the lots are currently metered.

Mroz provided a rate sheet for use of each of the lots based on the number of paid parking spaces. He noted the variation is due to the number of spots.

MOTION by Atkins Hoggatt, second by Deziel to approve the rental fee schedule for all parking lot closure requests except for non-profits to pay a \$25 daily rate. MOTION CARRIED.

REQUEST BY 407 2<sup>ND</sup> STREET TO INSTALL (1) 15 MINUTE PARKING STALL Mroz included an email request from business owner at 407 2<sup>nd</sup> Street asking for a 15-minute parking stall to be considered in front of the business to accommodate pickups. Mroz included a map of the downtown area where 14 spots currently exist.

MOTION by Atkins Hoggatt, second by Deziel to recommend approval of (1) 15-minute parking spot at 407 2<sup>nd</sup> Street. MOTION CARRIED.

PROJECT UPDATE: No discussion

ITEMS FOR FUTURE AGENDAS: No discussion

MOTION by Atkins Hoggatt, second by Deziel to adjourn the meeting. 9:10 p.m. MOTION CARRIED.

Submitted by,  
Deb Andrews, Secretary



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**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 14, 2020

**SUBJECT:** Review the proposed changes to the Urban Forestry Tree Ordinance, Chapter 229

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**BACKGROUND:**

As part of the 2019 Wisconsin DNR Urban Forestry Grant, the City of Hudson hired Bluestem Forestry LLC to update section 229 of the city ordinances; Urban Forestry. The reason for the update is as follows;

- a) Expanded, more detailed definitions
- b) Increased detail of City Foresters powers and duties
- c) Identifies public planting areas including new subdivisions
- d) Details Declaration and Abatement of Public Nuisance trees
- e) Updated appeal process for abatement notice
- f) Expounds on Planting and Removal chapters

***Based upon comments received at the Decemberr Public Work committee, staff has updated the Urban Forestry Tree Ordinance, Chapter 229 for review.***

**ACTION REQUESTED:**

Following review and discussion of the amendments, staff recommends approval of the updates to Chapter 229, which will be forwarded onto City Council.

## CHAPTER 229

### CITY FORESTER AND FORESTRY

#### Section

229.10 Intent and Purpose

229-11 Definitions

229-12 City Forester

229-13 Public Areas Plantings

229-14 Public Nuisance, Declaration and Abatement

229-15 Assessment of Costs of Abatement

229-16 Appeal from Order of City Forester

229-17 Prohibited Acts Regarding Public Trees and Shrubs

229-18 Planting

229-19 Pruning

229-20 Removal

229-21 Emergencies

229-22 Severability

DRAFT

## 229-10 INTENT AND PURPOSE.

Having determined that a well-managed urban forest provides many benefits to the city, its residents and visitors, it is hereby declared to be the policy of the City of Hudson, Wisconsin, to regulate, finance, and control the planting, removal, maintenance, and protection of trees and shrubs upon or in all public areas of the city in order to:

- (a) Promote and enhance the aesthetics and general welfare of the city.
- (b) Eliminate and guard against dangerous conditions which may result in injury to persons or property both in public and private areas within the city.
- (c) Prevent damage to any public sewer, water main, street, sidewalk, or other public property.
- (d) Protect trees and shrubs in public areas from undesirable and unsafe planting, removal, maintenance and protection practices.
- (e) Protect all trees and shrubs from the damaging effects of construction, alteration or repair of utility facilities and other improvements in any public area.
- (f) Guard all trees and shrubs both public and private, within the city against the spread of disease, insects, or pests.

The provisions of this ordinance shall apply to all trees and shrubs presently or hereafter planted in or upon any public area; and also to all trees and shrubs presently or hereafter planted in or upon any private premises which shall endanger the life, health, or safety of persons or property.

## 229-11 DEFINITIONS.

- (1) The language in the text of this chapter shall be interpreted in accordance with the following rules of construction:
  - (a) The singular number includes the plural number, and the plural the singular.
  - (b) The word "shall" is mandatory; the word "may" is permissive.
- (2) In this chapter, unless the context clearly requires otherwise, the following words and phrases shall be defined as follows:
  - (a) "City" is the City of Hudson, Wisconsin.

(b) "City Forester" shall mean the person designated by the city under section 229-13 of this chapter, or his/her duly authorized representative designated to perform inspection or otherwise enforce the provisions of this chapter.

(c) "Advisory Board" shall mean the Urban Forestry Board of the City of Hudson as constituted under the Municipal Code of the City of Hudson.

(e) "Maintenance and Protection" shall include all operations of trimming, pruning, spraying, injecting, fertilizing, treating, bracing, cabling and cutting any tree or shrub above or below ground.

(f) "Permit" shall mean written permission from the City Forester to perform maintenance and protection on any public tree or shrub. It shall also mean written permission from the City Forester to perform a tree planting (as defined in section 229—18). Any permit may include specifications which shall be complied with, and any special provisions applicable to the purpose of the permit.

(g) "Person" shall mean any individual, firm, partnership, association, corporation or government entity.

(h) "Public way" shall include all public streets, roads, boulevards, median strips, alleys, and sidewalks.

(i) "Public area" shall include all public ways, parks, and other lands owned, controlled, or leased by the city.

(j) "Public nuisance" shall mean any tree or shrub or part thereof which by reason of its condition and location has been declared to be a public nuisance under section 229-145 of this ordinance.

(k) "Tree" shall mean a woody plant **usually** with a single stem unbranched at the base, reaching a height of twelve feet or more.

(l) "Shrub" shall mean a woody plant usually with multiple stems branched at or near the base, reaching a height of less than twelve feet.

(m) "Public trees and shrubs" shall mean any tree or shrub as herein defined, presently or hereafter planted in or upon any public area.

(n) "Street tree" shall mean any public tree presently or hereafter located in the public way between the curb and public sidewalk, or between the curbs of a median strip, or in the equivalent location with respect to future curb, sidewalk or median strips where such curbs or sidewalk are not yet installed.



(o) "Topping", also known as heading, hat racking, dehorning or rounding over shall mean the cutting of large diameter branches at a point between lateral shoots thereby leaving stubs, and resulting in substantial size reduction and destruction of the natural form and shape of a mature tree.

(p) "Tree protection zone" shall mean a zone of protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The radial dimension from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter of said tree as measured at four and one half (4 ½) feet above ground surface level, and is further defined in the "Forestry Specifications for Construction on Public Lands" as adopted in section 229-21 of this ordinance.

(q) "Vision Triangle" shall mean a triangle-shaped area formed by existing connecting curb lines of two intersecting streets, roads, or alleys and a third line connecting the curb lines at a distance of 15 feet in each direction; within that area there can be no lateral limbs or foliage between 2 ½ feet and 10 feet above the center line grades.

#### 229-12 CITY FORESTER.

(1) Powers and Duties. The City Forester, subject to the direction and supervision of the Director of Public Works and Parks, shall have the following general powers and duties:

(a) To direct, manage, supervise, and control the city's forestry program to include the planting, removal, trimming, maintenance, and protection of all trees and shrubs in or upon all public areas of the city; to supervise public works department personnel and private contractors in the planting, removal, trimming, maintenance, and protection of said trees and shrubs.

(b) To cause the provisions of this ordinance to be enforced.

(c) To guard all trees and shrubs within the city against the spread of plant diseases, insects or pests; to eliminate conditions which may endanger the life, health, or safety of persons or property.

(d) To use all available means of communication to inform the public concerning the forestry program and tree and shrub care. The City Forester shall, upon request by the owner or occupant of private property, examine and recommend the proper care or treatment of trees or shrubs, to be effected by the owner at his expense. There shall be no charge to the owner for the examination.

(e) To implement and direct the City Urban Forestry Management Plan(s).



(f) Such other powers and duties as are provided by the laws of Wisconsin, particularly sections 27.08 and 27.09 of the Wisconsin statutes, by ordinances of the City of Hudson, and by direction of the Advisory Board.

(2) Authority to Preserve and Remove Public Trees and Shrubs. The City Forester shall have the authority to plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done as may be necessary to preserve the beauty of public areas, and to protect life and property.

(3) Authority to Enter Private Premises. The City Forester or his/her authorized representative shall have the authority to enter upon private real estate, excluding any buildings thereon, at reasonable times for the purposes of examining or taking the necessary samples of any suspected nuisance tree or shrub **reported by the public**, located upon or over such premises, and enforcing the provisions of this ordinance. All nuisance trees and shrubs to be removed pursuant to Section 229-14 of this ordinance may be appropriately marked by the City Forester.

(4) Interference Prohibited. No person shall interfere with the City Forester or his/her authorized representative while engaged in the execution or enforcement of this ordinance. If a request to inspect such trees or shrubs is denied by the person responsible for the property, an inspection warrant may be obtained pursuant to Wis. Stats. §66.0119.

## 229-13 PUBLIC AREAS PLANTINGS

(1) Subdivision or Plat of Record. Public plantings shall be under the control of the City Forester. A determination shall be made as to the best suited species at a planting site in regard to growth habits, shape, form, health, disease and pest resistance, conflicts with wires, lights, pavements, traffic, pedestrians, sewers, water mains, space availability and environmental pollution. The locations for plantings shall be determined by the City Forester. Except as hereinafter provided, the cost of planting, removal, maintenance and protection of all trees and shrubs in public areas shall be borne by the City. The cost of boulevard and traffic circle plantings shall either be wholly the responsibility of the City or may be shared by the City and a permit holder (subdivider, builder contractor, homeowner, etc.) as determined by the policy of the Advisory Board.

(2) New Subdivisions. Plats or Certified Survey Maps that create new public right-of-way shall include with their development drawings a tree planting plan approved by the City Forester. The plan shall provide for trees to be installed in boulevards, and traffic circles and the plan shall be subject to all provisions of this ordinance and § 255-34. The cost of preparing and implementing this plan shall be borne by the subdivider. The subdivider shall be responsible for replacing trees that die within one year of planting. The owner of a lot shall be responsible for all tree relocation or replacement costs due to their actions or construction.

## 229-14 PUBLIC NUISANCE, DECLARATION AND ABATEMENT.

(1) The common council hereby declares any of the following to be a public nuisance and therefore subject to abatement pursuant to this section:

(a) Any tree or shrub or part thereof located upon any public or private property, which by reason of its condition interferes with the use of a public area, is infected with an infectious plant disease, is infested with injurious insects or pests, is injurious to public improvements, is dead or cannot substantially support foliage, **obstructs free passage of pedestrians or vehicles**, or endangers the life, health, or safety of persons or property.

(2) Public nuisances prohibited. No person shall permit any public nuisance as defined in subsection (1) of this section to remain in or upon any premises owned or leased by that person within the city.

(3) Abatement of Public Nuisances.

(a) Public Areas. Whenever the City Forester shall find on examination that a public nuisance as herein defined exists upon any public area, he/she shall immediately cause such nuisance tree, shrub, or part thereof to be treated, trimmed, removed, or otherwise abated in such a manner as to destroy or prevent the spread or continuance of the nuisance. The manner in which the nuisance shall be abated shall be determined by the City Forester.

(b) Private Premises. If the City Forester shall determine with reasonable certainty upon inspection or examination that any nuisance tree or shrub as herein defined exists in or upon any private premises within the city, he/she shall notify the owner of such premises, or his agent, in writing that said nuisance tree or shrub must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the nuisance, the manner in which the nuisance shall be abated, **and the time limit in which the nuisance shall be scheduled for abatement which shall be no less than fifteen (15) days after issuance of said notice unless the City Forester shall determine that immediate action is necessary for the public safety.**

(c) Abatement by City. If the owner of such private premises, or his/her agent, shall refuse or neglect to comply with the terms of the written notice within the time specified, the City Forester shall cause the public nuisance to be abated **immediately** and shall report the expense thereof to the City Clerk who shall enter it as a charge against the property upon which the nuisance is located. No damage shall be awarded to the owner for the destruction of trees or shrubs pursuant to this section.

## 229-15 ASSESSMENT OF COSTS OF ABATEMENT

(1) The cost of abating a public nuisance located on private premises shall be assessed as a special charge to the property on which such public nuisance is located as follows:



(a) The City Forester shall keep a strict account of the cost of such work and the amount chargeable to each lot or parcel and shall report such work, charges, description of lands to which charged and names and addresses of the owners of such lands to the and subsequently the Common Council on or before October 15 of each year.

(b) Upon receiving the City Forester's report, the Council shall hold a public hearing on such proposed charges, giving at least fourteen (14) days' advance notice of the time, place and purpose of such hearing to interested persons by publication in a newspaper of general circulation in the municipality and by mail to the owner of each property proposed to be charged. Each property owner shall be notified of the amount proposed to be assessed against his premises and the work for which such charge is being made.

(c) After such hearing, the Common Council shall affirm, modify and affirm or disapprove such assessments by resolution and shall cause a copy thereof to be published. Upon adoption and publication of such resolution, assessments made thereby shall be deemed final.

(d) The City Clerk shall mail notice of the amount of such final assessment to each owner of property assessed at his last-known address, stating that, unless paid within thirty (30) days of the date of the notice, such assessment will be entered on the tax roll as a tax against the property, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such assessment.

#### 229-16 APPEAL FROM ORDER OF THE CITY FORESTER.

(1) A person who receives an order from the City Forester and objects to all or part thereof may, within ten (10) days of receipt of order, notify the City Forester in writing of the nature of the objection and request a conference with the City Forester and Director of Public Works and Parks. The Director of Public Works and Parks shall schedule such a conference within ten (10) days of receiving the request. If the person objecting to the order wishes to further appeal the results of the conference, that person may, within ten (10) days of the conference, make a written request to appeal the order by requesting a hearing before the Hudson Urban Forestry Board. The board shall schedule a hearing of the appeal within fifteen (15) days of receiving the appeal. Within ten (10) days of the hearing, the Advisory Board shall notify the appellant of its decision in writing. The Advisory Board may affirm, cancel, or modify the order, in its discretion, to best conform such order to the intent of this ordinance. The decision of the Advisory Board shall become final after it is reviewed by the Common Council.

## 229-17 PROHIBITED ACTS REGARDING PUBLIC TREES AND SHRUBS.

(1) Injury to Public Trees and Shrubs Prohibited. No person shall, without written permission from the City Forester, do or cause to be done any of the following:

(a) Secure, fasten, or run any rope, wire, sign, electrical installation or other device or material to, around or through any public tree or shrub except in an emergency such as a storm or accident.

(b) Break, injure, mutilate, deface, kill, or destroy any public tree or shrub.

(c) Top or make topping cuts on any public tree.

(d) Permit any toxic chemical, gas, smoke, oil, or other injurious substance to seep, drain, or be emptied upon or about any public tree or shrub. Except routine winter street maintenance by City Departments.

(e) Excavate any ditch, tunnel, or trench, or lay any drive, sidewalk or other impermeable surface within the tree protection zone of any public tree or shrub.

(f) Erect, alter, repair, raze, or excavate within the tree protection zone of any public tree or shrub without placing suitable guards approved by the City Forester around such trees and shrubs which may be injured by such operations.

(g) Remove any guard, stake, or other device or material intended for the protection or support of any public tree or shrub.

(2) Obstruction of Signs, Signals, Travel. All trees and shrubs located upon any public way or upon any private premises adjacent to the public way shall be kept trimmed so that the lowest projecting branches provide a clearance height of not less than sixteen(16) feet above the travel portion of a public street, and not less than eight (8) feet above the public sidewalk. The City Forester may waive the provisions of this section for newly planted or naturally low-profile trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight, obstruct the view of any traffic sign or signal, or endanger public safety.

## 229-18 PLANTING, REMOVAL, MAINTENANCE AND PROTECTION OF PUBLIC TREES AND SHRUBS.

(1) Permit Required. No person shall plant, remove, maintain or protect any public tree or shrub, or cause such work to be done without obtaining a written permit from the City Forester.

(2) Application and Approval. Any person desiring to plant, remove, maintain or protect any public tree or shrub shall apply in writing to the City Forester for a permit to do such work. Such application shall specify the location and description of the proposed work. If the City Forester determines that the proposed work is necessary and in accord with the purposes of this ordinance, taking into account the safety, health, and welfare of the public, location of utilities, public sidewalks, driveways and street lights, general character and aesthetic quality of the area in which the tree or shrub is located or proposed to be located, and the soil conditions and physiological needs of the tree or shrub, he/she shall issue a permit to the applicant.

(3) Permit Form, Expiration, Compliance, Inspection. Permits shall be issued by the City Forester on the standard form for this purpose and shall include a description of the work to be done and shall specify the genus, species, variety, size, grade, and location of trees or shrubs to be planted, if any. Any work done under such permit shall be performed in strict compliance with the terms thereof and with arboricultural specifications and standards. The City Forester may inspect all work performed pursuant to this section. Permits issued under this section shall specify an expiration date not to exceed six (6) months after the date of issuance.

(4) Permit Exemptions. No permit shall be required to water or fertilize any public tree or shrub or to take the necessary action to guard the public safety or clear the public way in the event of a storm, accident or other emergency.

*Arboricultural Specifications and Standards. The following specifications and standards are hereby established for the planting, pruning, and removal of all public trees and shrubs within the city.*

#### 229-18 PLANTING

1. No street tree shall hereafter be planted which is less than one and one half (1½) inches in diameter at six (6) inches above the ground.

2. No street tree shall be planted closer than two (2) feet six (6) inches from the curb line or the street edge of the sidewalk.

3. No street tree shall be planted less than ten (10) feet from any driveway, fire hydrant, or curb stop, or within the designated clear-vision triangle (see definitions).

4. All street trees hereafter planted shall be spaced not less than twenty-five (25) feet apart except that a tree planted for the purpose of future replacement of an existing declining tree may be planted less than twenty-five (25) feet from the declining tree. The actual spacing, location and alignment of street trees shall be determined by the City Forester based on the mature size of the species to be planted and the specific site limitations.

5. Planting of trees in public areas and street trees shall be according to the City approved tree planting list as kept on file with the City Forester. The City Forester maintains a list of trees prohibited from planting.

#### 229-19 PRUNING

- (1) All pruning of public trees and shrubs shall conform with the standards set forth in ANSI A300, most recent version.

#### 229-20 REMOVAL

- (1) Trees shall be completely removed from the growing site and disposed of in the proper manner. Any person or firm engaged in the removal of any public tree or shrub shall have the necessary limits of insurance and shall be held liable for any injury or damage to persons or property.
- (2) Stumps and roots which elevate sidewalks and/or boulevards shall be removed from the growing site by grinding or other means to a depth suitable for the future planting of trees, shrubs, or turf. The hole created by removal of a stump shall be filled to the level of surrounding grade with mineral topsoil, tamped to prevent settling and seeded with mixture of grass species appropriate for the site.
- (3) Spraying, injecting, fertilizing, bracing, cabling or other arboricultural operations or treatments shall be performed in a neat and professional manner according to accepted arboricultural standards and in compliance with all laws governing the use of pesticides.
- (4) Removals occurring in the St. Croix National Scenic Riverway Zone shall adhere to policies set forth in Wisconsin Legislature Chapter NR-118.

#### 229-21 EMERGENCIES

- (1) If the City Forester, in the case of emergencies, such as windstorms, ice storms, insect/disease outbreaks or other disasters, may waive the requirements of this Ordinance so that private or public work to restore order in the City is in no way hindered.

#### 229-22 SEVERABILITY

- (1) If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.



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**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 15, 2020

**SUBJECT:** Discussion and possible action of Stormwater Pond maintenance procedures

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**BACKGROUND:**

The City of Hudson is issued an annual Municipal Separate Storm Sewer System (MS4) permit for the collection and discharge of stormwater runoff and is required to follow Wisconsin Statue §281.16, 281.33, and 283.33.

Per the MS4 permit, Post Construction Maintenance is necessary for a stormwater pond to operate as designed on a long-term basis.

Attached is the general pond maintenance procedures that summarizes the need to perform the maintenance and the steps the City of Hudson will follow to communicate with the public.

**ACTION REQUESTED:**

Following review and discussion, approval of general pond maintenance procedures is warranted.

*Enclosure; 2020 pond maintenance schedule*





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## General Pond Maintenance Procedures

### Background

The City of Hudson is issued an annual Municipal Separate Storm Sewer System (MS4) permit for the collection and discharge of stormwater runoff and is required to follow Wisconsin Statute §§281.16, 281.33, and 283.33. The permit requires the City to perform the following duties as they relate to storm water;

- a) Public Education and Outreach
- b) Public Involvement and Participation
- c) Illicit Discharge Detection and Elimination
- d) Construction Site Pollution Control
- e) ***Post Construction Stormwater Management***
- f) Pollution Prevention.

### Purpose

Per the MS4 permit, Post Construction Maintenance is necessary for a stormwater pond to operate as designed on a long-term basis. Pollutant removal, channel protection, structure erosion, and flood control capabilities of ponds will decrease when:

- a) Debris blocks the outlet/inlet structures
- b) Pipes or risers are damaged
- c) Invasive plants out-compete wetland plants
- d) Sediment accumulates in the pond, reducing the storage volume
- e) Slope stabilizing vegetation is lost
- f) Structural integrity of the embankment is compromised

Therefore, the City of Hudson has developed the following pond maintenance procedures for Post-Construction operations.

### Procedures

1. Staff will Identify an annual maintenance schedule at the start of the year
2. Public Works Committee will review and approve proposed maintenance schedule
3. If the pond is adjacent to private property, staff will draft and send a letter to all abutting owners, outlining the work to be performed and proposed schedule
4. Staff will present a year end review of the work completed to the Public Works Committee.

## 2020 Storm Water Pond Maintenance

Pond 173 - Weitkamp Park	Internal	Contracted	Completion Date
Cut and Clear trees <3" DBH	X		
Brush mow sapplings	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Dredge basin		X	
Pond 176 - Weitkamp Park			
Cut and Clear trees <3" DBH	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Pond 172 - Weitkamp Park			
Cut and Clear trees <3" DBH	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Pond 111 - SW Corner of Rock/Hanley			
Cut and Clear trees <3" DBH	X		
Brush mow sapplings	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Dredge basin		X	
Pond 169 - Maxwell Dr			
Cut and Remove trees	X		
Mat and Backfill outlets with shot rock/rip rap	X		
Fill in berm washout	X		
Dredge basin		X	
Pond 185 - Birkmose Park			
Cut and Remove Trees (Take to Sylvesters)	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Pond 184 - Birkmose Park			
Cut and Remove Trees (Take to Sylvesters)	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Pond 156 - East Side of Diamond Dr.			
Cut and Clear trees <3" DBH	X		
Brush mow sapplings	X		
Clean and Backfill outlet/inlets (if necessary)	X		
Dredge basin		X	
Pond 152 - Stone Pine			
Cut and Remove trees		X	
Trim path for equipment access	X		
Clean and Backfill outlet/inlets	X		
Shape and seed berms	X		
Dredge basin		X	

**\*All tree(s) scheduled for removal will be marked with an orange dot**



Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
mmroz@ci.hudson.wi.us  
ph: 715-716-5746  
www.ci.hudson.wi.us

**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 15, 2020

**SUBJECT:** Review and discussion of the intersection of Carmichael and Hanley Road

---

**BACKGROUND:**

The City of Hudson City Council approved and incorporated the Carmichael Road Corridor study in the comprehensive plan in 2018 to guide future improvements and planning efforts as the City continues to grow.

The Public Safety Committee has requested the Public Works committee review the intersection of Carmichael and Hanley Rd. and discuss a plan moving forward for improvements.

The character of the intersection will change with the added traffic from the St. Croix Meadows and Lee property developments. To make the Hanley Road intersection safer and run more efficient the study recommends adding left turn (protected/permissive) phases for all directions of traffic.

Corridor Study states;

*Revise traffic signals on Carmichael Road, to provide uniform left turn phasing and indications consistent with capacity needs. Flashing yellow left turn arrows should be installed on Carmichael Road at Vine Street and Hanley Road and other locations with protected/permissive left turn signal phasing but only after sight distance and intersection operation are considered.*

**ACTION REQUESTED:**

Direct staff to acquire estimated costs for the recommended improvements at the intersection of Carmichael and Hanley Rd., which can be incorporated into a future bonding cycle.





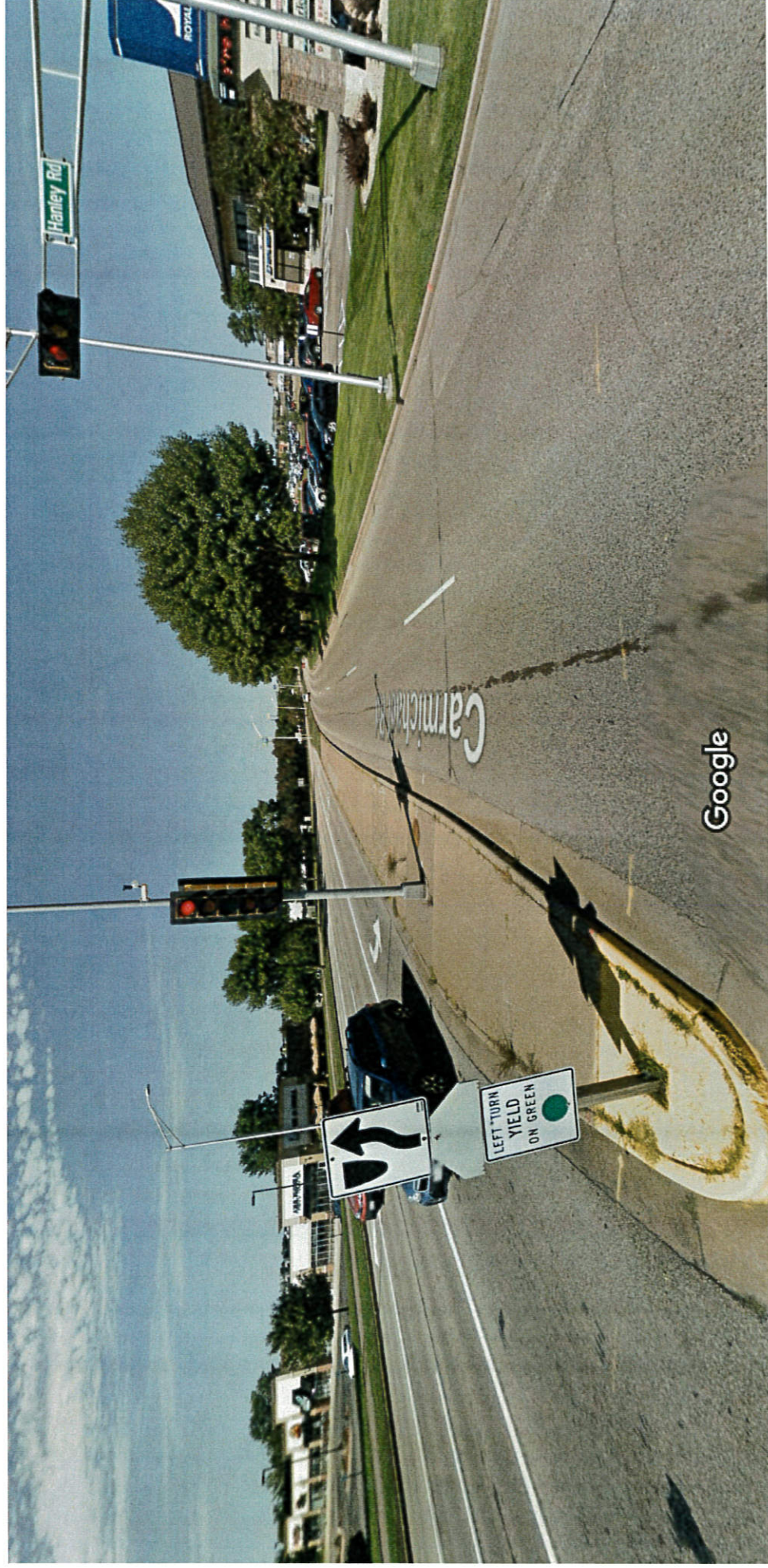
Image capture: Sep 2018 © 2020 Google

Hudson, Wisconsin



Street View







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**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 15, 2020

**SUBJECT:** Staff introduction to ADA transition plan

---

**BACKGROUND:**

The purpose of the ADA Transition Plan is to fulfill the requirements of Section 504 and the ADA by adopting policies, procedures, and practices to correct existing infrastructure and outline how the City of Hudson will transition from non-compliance to compliance with ADA for public rights-of-way accessibility.

Staff will cover the following questions in further detail;

1. What is an ADA Transition Plan?
2. Why does the City of Hudson need one?
3. Who will develop the plan?
4. How long will the plan development take?
5. What are the logistics for plan approval?

**ACTION REQUESTED:**

No action requested at this time.





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**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 15, 2020

**SUBJECT:** Discussion and possible action on request for No Parking Signage on Heritage Boulevard

---

**BACKGROUND:**

The Public Safety committee received a request to install no parking signage on one side of Heritage Boulevard. Heritage Blvd. road widths range from 24-27 feet, which warrants the installation of no parking signage on one side of the street.

Following discussion, Public Safety approved the installation to be consistent with the adjacent streets in the Heritage Greens and follow BMP of typical street design.

The committee forwarded the item onto public works to review and approve which side of the Heritage Blvd. to install the signage.

*Update: Currently there is no parking on the west side of Heritage Blvd from Friendskeep Green to Kinsman.*

**STAFF RECOMMENDATION:**

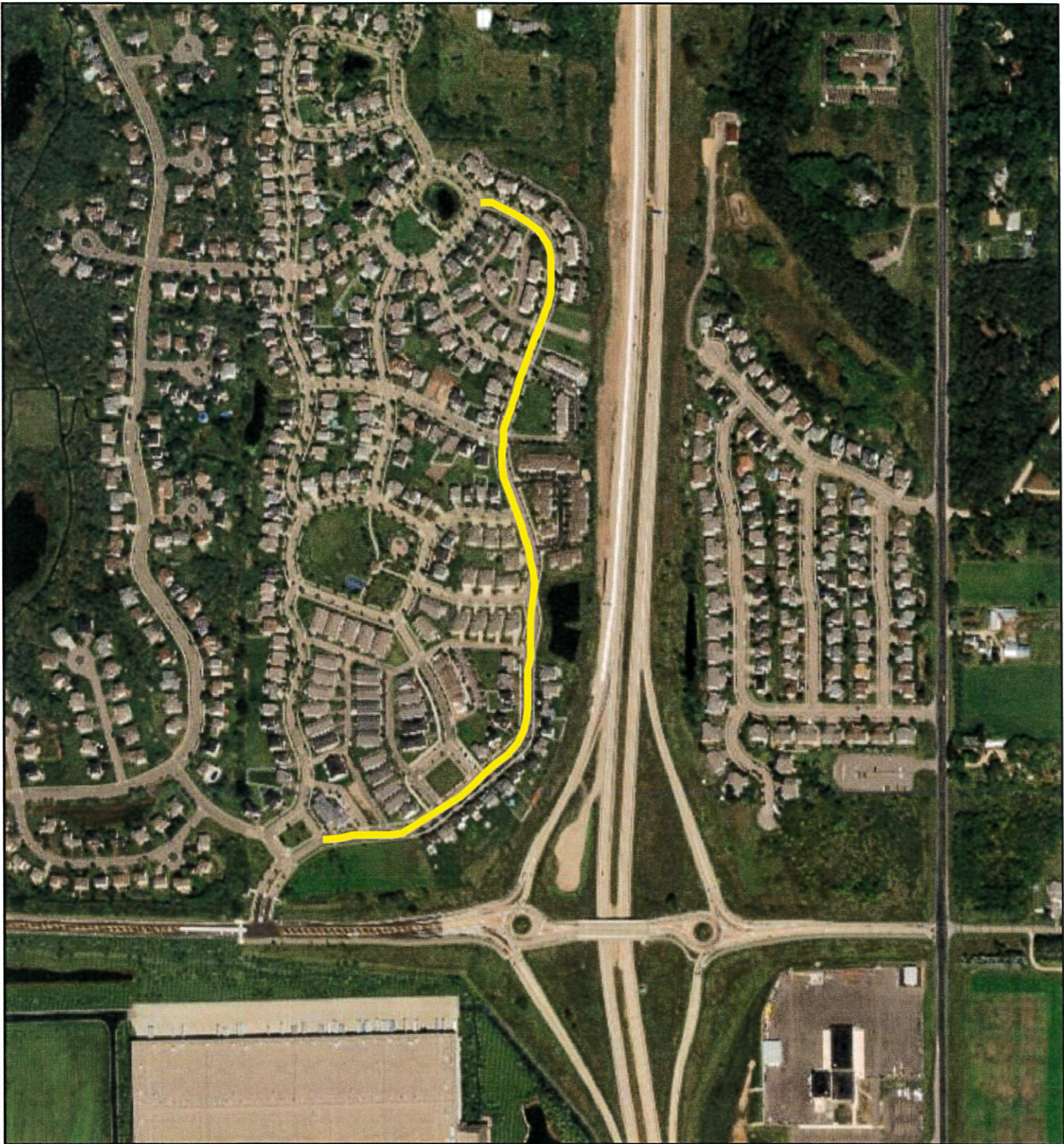
Based upon number of driveway curb cuts, maximizing parking spaces, and current no parking signage on Heritage Blvd., staff recommends continuing the no parking signage on the west side of Heritage Boulevard to Linden.

**ACTION REQUESTED:**

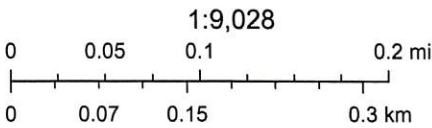
Following discussion, approval of the installation of no parking signage on Heritage Boulevard is warranted.



City of Hudson, WI



1/15/2020, 10:11:52 AM



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Geoff Willems &lt;gwillems@hudsonwi.gov&gt;

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**Re: Parking sign on Heritage Blvd**

2 messages

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**Deb Andrews** <dandrews@hudsonwi.gov>  
To: Marcella Philo <marcellaphilo@gmail.com>  
Cc: Geoff Willems <gwillems@hudsonwi.gov>

Fri, Nov 1, 2019 at 4:11 PM

Good Afternoon,

Thank you for the information - I am including Chief Willems on this email who will be in touch with you to discuss your safety concerns and whether this item would be referred to the Public Safety Committee for discussion.

If you can also provide a phone number that you can be reached if he would like to speak to you further about this matter.

Thank you and have a nice weekend.

\*\*\*\*\*

**Deb Andrews**  
**Public Works & Parks, Executive Assistant**  
**City of Hudson**  
505 Third Street  
Hudson, WI 54016  
Direct Dial (715) 381-4599  
dandrews@hudsonwi.gov

---

On Fri, Nov 1, 2019 at 3:17 PM Marcella Philo <marcellaphilo@gmail.com> wrote:

Dear Sir/Madam,

I'm writing to request you put "No parking this side of street" signs on Heritage Blvd. all the way to Hanley. There's a lot of traffic now due to new houses & little kids in most of them.

It's impossible to drive through the street with vehicles parked on both sides.

Last winter I couldn't get through without waiting for oncoming traffic or even see oncoming traffic.

It's an accident waiting to happen!

Thanks so much!

Marcella

P. S.

The average age of drivers where I live is 70!!

---

**Marcella Philo** <marcellaphilo@gmail.com>  
To: Deb Andrews <dandrews@hudsonwi.gov>  
Cc: Geoff Willems <gwillems@hudsonwi.gov>

Fri, Nov 1, 2019 at 4:13 PM

Thank you for your quick response!  
My cell phone is 715-220-8441.

Marcella

[Quoted text hidden]

80 HERITAGE BLVD.





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**TO:** Public Works Committee

**FROM:** Michael Mroz; Parks & Public Works Director

**DATE:** January 14, 2020

**SUBJECT:** Discussion and possible action on the request of St Croix Rowing Club to enter into a 3-year lease for 6 St Croix Street

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**BACKGROUND:**

St Croix Row Club has leased space at 6 St Croix Street for many years for the storage of boats.

The rental fee is \$100 per month per the terms of the Lease Agreement. (see attached)

**STAFF RECOMMENDATION:** Recommend approval of a three-year lease agreement with St Croix Rowing Club for a monthly fee of \$100.00



Jan 21, 2020

City of Hudson Park Board President and Members  
505 3rd Street  
Hudson, WI 54016

Dear Park Board President and Members,

The St. Croix Rowing Club would like to thank you for the continued rental of the old Luebke oil shed at 6 St. Croix Street. We're fortunate to have the remarkable St. Croix River as our venue, and appreciate all that the Parks Department has done to help us offer our community this unique option of recreation on the river.

The boathouse has reached its maximum capacity, and our growth as a club depends on collaborating with the city as it re-imagines Lakefront Park. We hope to be invited to any park planning discussions which might assist us in offering this sport to a wider audience.

Kindly,

Shirley Drow  
St. Croix Rowing Club

## **LEASE AGREEMENT**

This lease agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017~~2020~~ between the City of Hudson with its offices at 505 Third Street, Hudson, Wisconsin 54016, herein designated "City," and the St. Croix Rowing Club, Inc., c/o Dan Ruh, Denise Malean Treasurer - SCRC, a non-profit corporation, hereinafter designated "Lessee."

1. The City grants the Lessee permission to lease a building located at 6 St. Croix Street identified as parcel ID #236-0792-00-000 in the City of Hudson. The building designated by this lease is located on the east side of city owned property and is a metal pole building type, constructed of a wood frame and metal siding.
2. Lease to be for a three year period commencing \_\_\_\_\_, 2017~~2020~~ and ending on April 30, 2023 ~~2020~~. ~~Lease will renew automatically on expiration date for a one-year period unless a forty-five (45) day notice is given by either party of intent to terminate prior to the anniversary date of said lease. Contract may be terminated at any time by giving a 120-day written notice of intention by either the Lessee or Lessor.~~
3. Rental fee ~~for the first year of the lease to be fifty dollars (\$50.00) per month will be \$100 per month.~~ Payment schedule to be determined by Lessee and Parks Director on either a monthly, quarterly, or semi-annual basis. The City shall review the rental fee annually and notify the Lessee of any changes sixty (60) days before the lease expiration date. A security deposit of \$200.00 shall be provided to be returned upon termination of the lease with any deductions as authorized by this lease.
4. Lessee shall provide proof of insurance coverage with minimum of one million dollars (\$1,000,000) for general liability and contents. Lessee shall maintain a current certificate at all times during the lease period.
5. Lessee shall not modify the building in any way without prior written approval from the City. The Lessee understands and agrees that prior to lease expiration the Lessee shall return the building to the condition it was in at the outset of the lease except for modifications as approved by the City.
6. City will provide Lessee a maximum of three (3) keys to the building. Keys shall be returned at termination of lease. If assigned keys are lost or not returned, City shall change locks on the door. Lessee shall pay the cost of changing said locks. If not paid, said cost to be deducted from the security deposit. Lessee cannot make additional copies of keys.
7. City shall provide basic maintenance to the building structure and doors to maintain the building and doors in a "safe and operable" condition.
8. Storage racks, boats, boating equipment, security fencing, and any other equipment or fixtures placed in or on the building by Lessee with permission of the

City shall remain property of Lessee. If lease is terminated ~~or expires~~, any of the listed items not removed after thirty (30) days from lease end, shall become property of the City without further notice. Prior to lease termination, the Lessee shall return the building to the condition it was in at the outset of the lease except for modifications as approved by the City. If work is not done within thirty (30) days of lease termination, the City may perform necessary work with Lessee responsible for incurred costs.

9. Should Lessee use electrical service for items other than basic lighting, the City reserves the right to add a surcharge at any time based on utility consumption. If not paid, said cost to be deducted from the security deposit.
10. In the event of a natural or unavoidable disaster to the structure, the City shall have no obligation to replace the structure or restore it to usable ~~condition~~, but condition but may do so if it deems the repair costs to be reasonable.
11. Lessee agrees to hold the City, its agents, officers, and employees, harmless from liability in the event of injury, theft, damage, or other acts which occur during activity by Lessee.
12. Building modifications, fencing, signage, shoreline structures, or any other modifications approved by the City and done by Lessee must meet all city, state, federal, and riverway codes and may not commence until final approval is granted by governing agencies.

ST. CROIX ROWING CLUB, INC.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF HUDSON

\_\_\_\_\_  
Rich O'Connor, Mayor

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jennifer Zeiler Becky Eggen, City Clerk



State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS

On this \_\_\_\_ day of \_\_\_\_\_, ~~2017~~2020, before me, a Notary Public within and for said County, personally appeared \_\_\_\_\_, representing a corporation under the laws of the State of \_\_\_\_\_, and that he/she executed the foregoing instrument and acknowledged that he/she executed the same on behalf of said corporation.

\_\_\_\_\_  
Notary Public

State of Wisconsin )  
St. Croix County ) SS

On this \_\_\_\_ day of \_\_\_\_\_, ~~2017~~2020, before me, a Notary Public within and for said County, personally appeared \_\_\_\_\_ (Mayor) and \_\_\_\_\_ (City Clerk) to me known to be respectively the Mayor and Clerk of the City of Hudson, and who executed the foregoing instrument and acknowledge that they executed the same on behalf of said City.

\_\_\_\_\_  
Notary Public





Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
mmroz@ci.hudson.wi.us  
ph: 715-716-5746  
www.ci.hudson.wi.us

**TO:** Public Works Committee

**FROM:** Michael Mroz; Director of Public Works

**DATE:** January 15, 2020

**SUBJECT:** 2020 Public Works meeting dates

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**BACKGROUND:**

The following dates are scheduled for the 2020 Public Works Committee meetings.  
All meetings will begin at 5:00 p.m. unless noted on the agenda:

Thursday, January 23, 2020  
Monday, February 10, 2020  
Monday, March 16, 2020  
Monday, April 20, 2020  
Monday, May 11, 2020  
Monday, June 8, 2020  
Monday, July 13, 2020  
Monday, August 10, 2020  
Monday, September 14, 2020  
Monday, October 12, 2020  
Monday, November 16, 2020  
Monday, December 14, 2020

**ACTION REQUESTED:**

No action requested at this time.